

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

010850-OSP**EFFECTIVE DATE:**

DGS OFFICE OR CLIENT AGENCY Office of State Publishing		POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED Warehouse - Sacramento		CLASS TITLE Materials and Stores Specialist	
WORKING DAYS AND WORKING HOURS Monday through Friday 7:30 a.m. to 4:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 344 North 7 th Street, Sacramento, CA 95811	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 307-800-1506-002	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Warehouse Manager II, to perform advanced journey level work, leading lower level staff in the receipt, storage, issuance and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse and assume equivalent duties and responsibilities in assisting a warehouse supervisor.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
35%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual directives of Government Code, CA Code of Regulations, and the State Administrative Manual.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to perform the duties of lead person in the warehouse, receiving/shipping section in accordance with OSP Warehouse procedures:</p> <ul style="list-style-type: none"> Responsible to effectively manage the work of the receiving/shipping and warehouse workers by ensuring the work performed by staff follows OSP standards and procedures. Direct the operation for filling all inventories and shipping related materials for orders from the OSP Warehouse to be used in our Digital Print/Mass Mail Unit. Evaluate and monitor the inventory stock for upcoming orders. Receive DP/MM orders and the report counts to replenish low stock items. Receive the inventory count report regularly of products, supplies and or tools individually used to be reordered in accordance with the needs of all printing orders through Digital Print/Mass Mailing Unit. Maintain sufficient levels of product, supplies and tools, by physically counting supplies and tools and verifying and correcting the count against the computer based report. <p>In order to ensure good customer service and improve overall OSP Warehouse operations following published guidelines and industry standards:</p> <ul style="list-style-type: none"> Monitor floor inventory of raw materials to be used on upcoming jobs and to replenish as necessary. Communicate with the Warehouse Manager via, e-mail or telephone, in person, explaining the reason for shortages of stock. Evaluate and inventory the customer's order after receiving the supplies; direct the order to warehouse staff for further processing. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	Essential Functions (continued) In order to process the customer's order(s) for timely delivery following OSP Warehouse policy: Utilize strong organization skills, the Logic order packing lists with product and box information to perform the following: <ul style="list-style-type: none"> • Enter customer order information by computer in the Finished Goods Inventory system to establish priority status. • Communicate order status to lead person by using the Logic system. • Using the Logic system assist in the scheduling of workflow for customer's orders. • Ship according to specified shipment request.
20%	In order to ensure timely delivery of orders to avoid late arrival following OSP Warehouse, United State Postal Service and Golden State Overnight procedures: <ul style="list-style-type: none"> • Provide quality control functions by inspecting products for deformities. • Fill order using the Logic order packing list for packing goods. • Initiate customer order by getting each requested product boxed, weighed, labeled and ready for shipping. • Prioritize the order by following the date received/requested or by specific request date. • Locate, consolidate and route the finished goods components for mailing by weighing final products on scale for proper mailing and shipping labels. Ship according to specified shipment request. • Utilize a dolly to take product box(s) to the Warehouse dock for shipping.
20%	In order to provide a secure and quality product on time following the inventory program and OSP Warehouse guidelines: <ul style="list-style-type: none"> • Maintain office work area in a neat and orderly manner. • Regularly inventory and prepare a list of products, supplies and /or tools individually used to be reordered. • Maintain sufficient levels of product, supplies and tools. • Stock shelves with customer product items on a weekly basis, based on a weekly inventory report.
5%	MARGINAL FUNCTIONS Deliver special/urgent packages or shipments using a State vehicle in order to provide quality service following OSP management's mandate. Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligations during peak period work loads. KNOWLEDGE AND ABILITIES Knowledge of: Modern warehousing methods and practices, including the keeping of, receiving, shipping and inventory records; freight rates and classifications; office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; inventory and quality control. Ability to: Read and write English at a level required for successful job performance; perform heavy physical labor; operate motorized material handling equipment; estimate possible future demands of various supplies based upon past needs; work independently; work and communicate effectively with those contacted in the work; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action. REQUIRED QUALIFICATION: <ul style="list-style-type: none"> • A Live Scan fingerprint check may be required. • Medical examination may be required. SPECIAL PERSONAL CHARACTERISTICS <ul style="list-style-type: none"> • Strength, good physical agility, and willingness to do heavy manual labor. • Ability to use basic computer applications, i.e. Microsoft Work, PAL, Logic and SRIS.

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	<p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Communicate effectively with staff. • The ability to proficiently work as a team member with co-workers and management. • Follow oral and written directions; read and understand the customer's orders. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Flexibility to perform a variety of tasks as assigned; willingness and ability to accept responsibility. • Use a personal computer and office equipment, i.e. (fax, copier etc.) • An interest in performing duties quickly and efficiently. • Develop and maintain good work habits, dependability and punctuality. • Be open-minded and flexible to other ideas and solutions, be tactful. • Be at your respective workstation ready for work at the starting time of your shift and is fully accountable for working a full eight-hour shift. • Return on time to your respective workstation ready to work after breaks and lunch. • Appropriate dress according to warehouse environment. <p>Physical Abilities:</p> <ul style="list-style-type: none"> • 8-hour work shifts walking and standing on concrete floors. • Exert up to 50 pounds of force frequently to lift, move boxes. • Ability to physically bend, stooping, stretching and turn. • Reaching by extending hand(s) or arm(s) in any direction. • Exposure to extreme temperature changes (hot, cold, humid, etc.) indoors and outdoors. <p>Mental Abilities:</p> <ul style="list-style-type: none"> • Handle stress, and deadlines on shipments. <p>Safety:</p> <p>Follow all safety rules and procedures.</p> <p>Promote safe work practices and a safe working environment for all employees.</p> <ul style="list-style-type: none"> • Do not attempt to operate equipment, use tools, materials or perform a new task until the associated safety hazards and methods to protect yourself have been explained to you. • Never alter or modify original tools or equipment. • Make sure you know how to properly use and take care of any required protective equipment and use your equipment when it is required. • Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all time. • If you see a safety hazard inform your co-workers and notify your supervisor immediately; "close calls" or "near misses" are accidents that almost injure someone including you.